

Communications

Refer; ER-4-7352

NOV 4 1953

MEMORANDUM FOR: General Counsel
Director of Security
Auditor-in-Chief
Acting Personnel Director
Acting Comptroller
Chief, Logistics Office
Chief, General Services Office
Chief, Medical Staff

SUBJECT : Use of Abbreviations

1. The Office of the Director has noted an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without insuring that such abbreviations have been clearly explained.

2. It is, therefore, requested that, when preparing correspondence for this Office or correspondence which may be brought to the attention of the Director and Deputy Director, each title be spelled out in the first instance and followed by the abbreviation enclosed in parenthesis; thereafter, in that communication, abbreviations will suffice.

15/
L. K. WHITE
Acting Deputy Director
(Administration)

SA/DD/A:RDHH:sh(29 Oct 53)

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